

RD AN No. 3820 (2006-M and 2012-A)
December 4, 2002

SUBJECT: Mandatory Attendance of Management Control Officers (MCOs) at
ALL Entrance and Exit Conferences Pertaining to State
Internal Reviews (SIRs), Management Control Reviews (MCRs),
and Office of the Inspector General (OIG) and
General Accounting Office (GAO) Audits

TO: Rural Development State Directors

ATTN: Administrative Program Directors and
Management Control Officers

PURPOSE/INTENDED OUTCOME:

This Administrative Notice (AN) is issued to ensure that the MCOs attend, or participate by teleconference, **all** entrance and exit conferences pertaining to SIRs, MCRs, and OIG/GAO Audits.

COMPARISON WITH PREVIOUS AN:

This AN replaces RD AN No. 3686 (2006-M and 2012-A) dated December 3, 2001, which expires November 30, 2002.

IMPLEMENTATION RESPONSIBILITIES:

RD Instruction 2012-A covers the responsibilities of the State Director and MCO regarding OIG and GAO Audits. One of the requirements of this Instruction is for the State Director to designate the oversight responsibility to an MCO in accordance with RD Instruction 2006-M who will serve as the State's focal point of contact for all OIG audit activity.

The Financial Management Division (FMD) is responsible for all audit liaison activities between OIG, GAO, and the Office of the Chief Financial Officer for the Rural Development mission area.

The State MCO is the FMD's point of contact for all Management Control issues, Audits, Investigations, and Hotline Complaints. It is imperative that **all** entrance and exit conferences be attended by the MCO since they are responsible for tracking and monitoring the status of all the above issues.

EXPIRATION DATE:
November 30, 2003

FILING INSTRUCTIONS:
Preceding RD Instructions
2006-M and 2012-A

RD Instruction 2006-M covers the scope of Rural Development's Management Control System. One of the requirements of this Instruction is that States maintain an adequate tracking system for SIRs, MCRs, Audits, Investigations, and Hotline Complaints.

In September 2000, the FMD provided Audit Report Tracking System (ARTS) nationwide training to all the MCOs. FMD has provided ARTS access to all the States, which will allow the FMD and MCOs to share information concerning all SIRs, MCRs, Audits, Investigations, and Hotline Complaints.

In order for MCOs to effectively track and monitor this activity, all requests from OIG or GAO for scheduling entrance and exit conferences, as well as requests for information, should be coordinated through the MCO.

If there are any questions, please contact the FMD at (202) 692-0080.

(Signed by Sherie Hinton Henry)

SHERIE HINTON HENRY
Deputy Administrator
for Operations and Management